

<b>Subject:</b> Grant Administration	<b>Number:</b> 1-1
<b>Responsible Department:</b> DAS—Finance	<b>Date Issued/Revised:</b> December 1, 1998 <b>Approved:</b>

## Policy

Departments receiving federal and/or state grant funding shall monitor and account for these funds in compliance with Office of Management and Budget Circular 133 pertaining to the Single Audit Act of 1984.

## Procedures

1. Each affected department shall appoint a department or division contact person who shall be responsible for monitoring and accounting for federal and/or state grant funding.
2. Upon notification of acceptance by the City of a grant, the contact person shall:
  - a. Notify each of the following by sending them a copy of a Notification of Grant Award (Exhibit I):
    - Budget and Management Studies Division (BMSD)
    - Financial Reporting/Accounting
    - MBE/DBE Program Coordinator, Department of Administrative Services
    - City Clerk's Office
3. The department shall establish a file for each grant received. The file shall include:
  - a. Grant application, signed agreement, and Notification of Grant Award form.
  - b. Budget of estimated costs to be incurred.
  - c. Copies of all contract agreements.
  - d. A copy of all accounting source documents (request for payment, purchase order, partial payment request, interdepartmental billing/transfer, non-capital improvement project time sheets) for expenditures by the funded program along with supporting documentation (invoices, contracts).
4. The accounting source documents will be matched to the FAMIS Report 22 (Appropriation Encumbrance and Expenditure Ledger) report on a monthly basis by the department.

5. When sufficient funds have been expended to enable the department to receive funding from its granting agency, the department shall prepare a request for reimbursement for that grant. A copy of the reimbursement request will be sent to General Accounting.
6. When General Accounting receives payment from the granting agency, a copy of the cashier's memo recording the deposit will be sent to the contact person for the department grant file.
7. The contact person shall account for all monies received under the project by keeping a copy of the deposit and supporting documents in the grant file.
8. Within one month after the end of each calendar quarter, the contact person shall complete the Quarterly Grant Status Report (Exhibit II), or substitute a grant agency report with the same information.
9. The department will be responsible for completing any additional monthly, quarterly, or yearly financial reports required by the granting agency.

CITY OF FRESNO  
NOTIFICATION OF GRANT AWARD

Project Name: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Granting Agency: \_\_\_\_\_

Grant Name: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Grant Period: \_\_\_\_\_

Grant Approval Date: \_\_\_\_\_

Grant Funding Type: \_\_\_\_\_

Accounting Information:

Fund: \_\_\_\_\_

Division: \_\_\_\_\_

Program: \_\_\_\_\_

Revenue: \_\_\_\_\_

Funding Sources:

Federal \$ \_\_\_\_\_ (\_\_\_\_%)

State \$ \_\_\_\_\_ (\_\_\_\_%)

City \$ \_\_\_\_\_ (\_\_\_\_%)

Other \$ \_\_\_\_\_ (\_\_\_\_%)

Total \$ \_\_\_\_\_ (\_\_\_\_%)

Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To be completed by department after acceptance of grant.

Distribution:

BMSD

Accounting/Financial Reporting

Public Works Department, MBE/DBE Program Coordinator

City Clerk's Office

<b>Subject:</b> Petty Cash Reimbursements	<b>Number:</b> 1-2
	<b>Date Issued/Revised:</b> December 1, 1998
<b>Responsible Department:</b> DAS—Finance	<b>Approved:</b>

## Policy

1. The petty cash process may be used to reimburse the purchase of out-of-stock minor supplies and authorized out-of-pocket amounts for meals and travel expenses. A petty cash purchase shall not exceed \$30.

## Procedures

1. All departments may establish and maintain petty cash boxes. The number of boxes and amounts to be maintained in each box will be agreed upon by the department and the Department of Administrative Services.
2. Each department will assign one employee to be in charge of each petty cash box it maintains. This employee will be responsible for maintaining the cash balance in the box, issuing petty cash to be used, and replenishing the box when funds are depleted. This employee is to be trained by the department, and the Department of Administrative Services, if necessary, on the proper procedures and safeguards used for petty cash.
3. When an employee makes a petty cash purchase, he/she is to turn in the receipt to the person in charge of petty cash. He/she will then receive reimbursement for the purchase from the petty cash box. The receipt and an explanation of the purchase are to be retained in the box.

**The total of the remaining cash and receipts reimbursed in the box must equal the original amount issued at all times.**

4. Reimbursements to the petty cash box will be processed with a Request for Payment (RFP). The RFP must include all of the following information:
  - a. Payable to "\_\_\_\_\_ Department Petty Cash/Employee Responsible for Petty Cash."
  - b. All receipts reimbursed from the petty cash box are to be attached on a separate piece of paper. Only the original receipts will be accepted.
  - c. The reimbursement will be charged to the proper index code and subobject line item for each purchase.
  - d. Signature of the employee responsible for the petty cash box and a department director or appointee signature as "authorizing" the reimbursement are required for processing.

5. The RFP will then be submitted to Accounts Payable for payment. Once the payment is processed, the department will be responsible for the following:
  - a. The employee responsible for petty cash will pick up the check from Accounts Payable.
  - b. The employee will be responsible for cashing the check and returning the cash to the petty cash box.
6. An example of a completed RFP is attached.

March 31, 1997

### Accounts Payable Only

Batch Date			
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Batch No.			
-----------	--	--	--

Coded by

Description	Amount
Reimbursement for attached petty cash purchases from 1/1/97 through 3/31/97	\$ 181.15
Total	\$ 181.15

<u>Dept. Director or Appointee</u>			<u>John Smith</u>	<u>3/31/97</u>
<u>Authorized Signature</u>	<u>Date</u>	<u>Dept. Cont. No.</u>	<u>Approved By</u>	<u>Date</u>

Accounting	Date
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AUTHORIZED SIGNATURE

<b>Subject:</b> Fixed Assets Inventory	<b>Number:</b> 1-3
	<b>Date Issued/Revised:</b> October 10, 2003
<b>Responsible Department:</b> Finance	<b>Approved:</b>

## Purpose

To establish a uniform policy for the recording and tracking of fixed assets.

## Policy

1. Fixed assets must be capitalized if they have a useful life of two or more years and a cost of \$2,000 or more for equipment, furnishings, vehicles; \$5,000 for land, buildings, improvements, and infrastructure.
2. Capitalization thresholds must be applied to individual assets, not to a group of assets.
3. Tracking and control methods over non-capitalized fixed assets must be maintained:
  - a. Assets that are, by nature, susceptible to theft or personal use (i.e., cameras, telecommunications equipment, etc.), which have a cost of less than \$2,000, but more than \$300, may be tracked, at the discretion of the departments, in the fixed asset system.
  - b. Security of these and all fixed assets is to be maintained at the department level.

## Procedures

1. Each City department and division is responsible for the physical security, the use, maintenance, accounting and disposal of the fixed assets assigned to their units.
2. The Finance Department Accounting Division is responsible for establishing and maintaining a Citywide "Fixed Asset Control File."
3. The Accounting Division will designate a Citywide Property Monitor who is responsible for maintaining the Citywide Asset Control File, and who is responsible for providing quarterly asset lists to Departmental Property Monitors.
4. Each department will designate its own Department Property Monitor. This individual must be independent of record keeping and custody of the department's fixed assets. He/she is also responsible for coordinating department physical inventories at least every four years, and for notifying the Citywide Property Monitor of any changes to the Fixed Asset Control Files.
5. All departmental inventory records are subject to audit by the City's internal auditors, external auditors, or at the discretion of the Citywide Property Monitor.

6. **Transfers.** A form F/A 91 must be completed and signed by the department director relinquishing the asset for all asset transfers. If the asset being transferred has a historical cost of \$5,000 or more, the F/A 91 form must be signed by the City Manager. Asset transfers that cross funds or orgs must be communicated to the Citywide Property Monitor through submission of the form F/A 91.
7. **Disposals.** For all fixed asset disposals, a form F/A 91 must be completed. If an asset being disposed of has a historical cost of \$5,000 or more, the form must be signed by the City Manager. All other fixed asset disposals require the signature by the department director. The form F/A 91 can be used for a single asset disposal or a group of assets, provided a list is attached. The Citywide Property Monitor is to be provided a copy of every form F/A 91 completed by the departments. Any proceeds resulting from the disposed asset(s) must also be disclosed (with supporting documents attached).





## FIXED ASSET INVENTORY INPUT DOCUMENT (F/A 91)

### TRANSFER:

☐

Transfer from one department/location to another department/location.

Transfer from

Fund

Org

Location Code

Location Description

Transfer to

Fund

Org

Location Code

Location Description

### DISPOSAL:

☐

Transfer from department to Corporation Yard for sale by Purchasing (Purchasing Approval Required).

☐

Sold

Cashier Memo

Date

Amount

Attach copy of cashier memo.

☐

Trade In

P.O. #

Amount

Attach copy of purchase order.

☐

Stolen

Police Report #

Date

Attach copy of police report.

☐

Dismantled/Scrappe

☐

Lost: Statement of Fact

Statement of Fact:

### OTHER:

Explain:

### REQUIRED INFORMATION:

Asset Number

Description

Historical Cost \$

Tag #

Serial #

Model #

Fund #

Org #

### APPROVED BY:

Department Director

Date

Purchasing

Date

City Manager

Date

Finance, Accounting

Date

*Distribution: Original-Finance Copy-Originator*

<b>Subject:</b> Expenses on City Business	<b>Number:</b> 1-4
	<b>Date Issued/Revised:</b> June 1, 2003
<b>Responsible Department:</b> Finance	<b>Approved:</b>

## Policy

All employees shall use good judgment when incurring expenses to be paid by the City. City employees will be reimbursed for travel, conference and subsistence expenses incurred in connection with City business.

## Procedures

### 1. Authorization:

- a. Authorization for reimbursement will be granted only for which a clear benefit to the City is apparent. Reimbursement for a spouse is not authorized.
- b. Unless approved by the department director, no more than one City employee shall attend the same meeting or conference at City expense.
- c. Unless specifically included in the adopted budget, all out-of-state travel must be approved by the department director.
- d. City business outside the continental United States will be subject to prior approval by the Chief Administrative Officer.

All attendance at major conferences or meetings (including travel) that can be anticipated in advance of a given fiscal year should be included in the budget request. At the discretion of the department director, release time may be given for work-related meetings or conferences where an employee pays his/her own expenses. Whenever possible, City personnel whose participation is specifically requested by an outside organization shall make an effort to have that organization reimburse a portion or all of the expense involved.

Any exceptions to the above shall be approved in writing by the Chief Administrative Officer.

## Reimbursement

### 1. No reimbursement shall be provided for travel or expenses until:

- a. Such travel or expenses have been authorized as set forth under "Policy" above, and Finance Form 57, "Travel Request and Claim for Reimbursement" has been properly prepared, approved, and submitted to the Finance Division; and
- b. The travel evaluation section of Finance Form 57 has been completed.

Expenses paid by means of a City credit card must also be indicated on Form 57 for information purposes, but excluded from the amount to be reimbursed.

2. **Reimbursement shall be subject to the following provisions:**

a. **Transportation:**

- (1) **Private Automobile.** Reimbursement will be in accordance with Administrative Order 2-2.
- (2) **Travel Agent Services.** All travel services must be secured through the City's approved travel agent. Each division is authorized to make its own travel arrangements, provided funding is appropriated in the proper budget account. Travel services include air, rail and bus transportation, lodgings, and automobile rental.
- (3) Reimbursement will be authorized for the least expensive mode of transportation. Employees choosing a more expensive mode of transportation will be responsible for the additional cost.

b. **Lodging:**

- (1) **General Provisions.** Reimbursement will be made for the cost of lodging required to conduct City business. Dated receipts, and meeting and travel schedules must be provided with the reimbursement request. Lodging will be provided for the night prior to the commencement of the meeting if the hour set for the start of the meeting is such that the claimant would have had to leave home prior to 6 a.m. Lodging may be provided following the meeting if the claimant could not have arrived at his/her home prior to 11 p.m.
- (2) **Rate of Reimbursement.** Lodging reimbursement shall be based on the single room rate charged at the headquarters hotel for the conference, or the hotel most proximate to the site of the meetings. If the hotel charges more than one rate for single accommodations, the employee shall be entitled to reimbursement for no more than the second least expensive rate. This policy does not preclude the employee from securing more expensive accommodations; it simply establishes the maximum reimbursement that will be afforded by the City. In the event that the employee occupies the room with family members or other non-authorized persons, the employee shall be reimbursed for the rate afforded for single occupancy. In the absence of such verification of the single rate, the employee shall be reimbursed at the current federal reimbursement rate.
- (3) **In-Lieu Payment.** If an employee stays with a friend or a relative while attending a professional conference or other out-of-town meeting, the employee may be reimbursed for taking his/her host to dinner in lieu of lodging cost. The total amount to be reimbursed shall not exceed the current federal per diem maximum lodging amount.
- (4) **Savings Due to Extended Stay.** Frequently, air fare costs can be significantly reduced when a traveler stays through a Saturday night on a trip and does not return until the following Sunday. In such an event, if the savings that can be accrued by staying one or

two extra days is greater than the additional cost for hotel/motel accommodations, meals and other costs, employees are authorized to stay this additional time. An analysis or explanation of the cost savings should be submitted with the Form 57.

c. **Subsistence.**

The allowance for meals shall be calculated under either the per diem option or the actual cost option, as described below. However, the method selected for reimbursement must be used consistently on a full day basis (either all meals at per diem or all at actual cost).

**Per Diem Option.** This allowance for meals, including gratuity, shall not exceed the federal per diem in effect at the time the expense is incurred. There is no per-meal limitation. An employee may spend the allowance in any combination for meals, so long as the daily allowance is not exceeded. In the event that a meal is provided by a sponsor of a seminar, conference or otherwise provided, the \$42 allowance would be reduced by the following amounts:

Breakfast	\$ 9.00
Lunch	14.00
Dinner	<u>19.00</u>
	\$ 42.00

For example, if lunch is provided under the per diem option, \$14 would be deducted from the allowance leaving \$28 available to be allocated in any manner to breakfast or dinner.

**Actual Cost Option.** This allowance for meals shall be for the amount expended, not to exceed the \$48 limit. Receipts must be provided for meals in order for reimbursement to be provided. There is no meal limitation under this method as well.

Breakfast	\$ 11.00
Lunch	15.00
Dinner	<u>22.00</u>
	\$ 48.00

No allowances, under either option, shall be made for in-flight meals, meals included within registration fees (including "continental breakfasts") paid by the City, or meals otherwise provided by someone else. Breakfast is not subject to an allowance on the day of departure unless the trip starts prior to 7 a.m. Dinner is not subject to allowance on the day of return, unless the trip ends later than 8 p.m.

Individual reimbursement under the actual cost option may exceed the amounts indicated above if one of the following conditions exists:

- (1) A meal is a scheduled event on the program or conference and a receipt or other evidence is submitted to document the amount above the standard allowance.

- (2) There are extraordinary and unique circumstances. Such requests must be accompanied by an appropriate receipt, written justification, and be approved by the department director prior to submitting a reimbursement claim.

No reimbursement shall be paid for meals served during in-town meetings called by City staff unless it is necessary to schedule such meetings between 6 a.m. and 8 a.m., 12 noon and 1 p.m., or 5 p.m. and 7 p.m. However, reimbursement for meal expenses incurred in connection with City business (other than expenses incurred for travel, conferences, or meals served during in-town meetings called by City staff) shall only be made for meal expenses incurred in connection with City business at which the employee's attendance is necessary, and which must be scheduled before 7 a.m., between 12 noon and 1 p.m., or which ends after 8 p.m. The amount reimbursed shall not exceed the established standard per diem allowance.

- d. **Taxi, Limousine, and Bus Fares.** Reimbursement for travel between lodging, meals, and meeting sites will be allowed, but the employee shall attempt to obtain lodging and meals within walking distance of the meeting site, if this is the most economical alternative. Reimbursement will be provided for taxi, limousine, or bus fares when such transportation is necessary in the conduct of City business. Such expenses shall be itemized in detail on a Travel and Expense Reimbursement Request (Form 57).
- e. **Tips, Gratuities, and Service Fees.** Customary tips of up to 15 percent will be permitted on reimbursable items, except meal allowance. Tips shall be itemized on Form 57.
- f. **Registration Fees.** Fees charged for registration at a conference or meeting, which an employee is authorized to attend, are reimbursable. Receipts or other acceptable evidence of the amount of the fee shall be submitted with a Form 57. When possible, the employee shall make advance registration through normal requisition procedures, and indicate this on a Form 57.
- g. **Communications.** Telephone and FAX charges will be reimbursed only for official calls and communication. Toll calls charged against a City calling card should not be indicated on Form 57.
- h. **Parking, Garage, and Toll Charges.** Parking, garage, and toll expenses will be reimbursed when an automobile is used for transportation, except in the case of mileage allowances within the Fresno area. Receipts shall be obtained and filed.
- i. **Laundry and Dry Cleaning.** An allowance of \$2 per diem will be allowed for laundry and dry cleaning commencing the third day of a trip.
- j. **Other.** Other expenses will be reimbursed provided that it can be shown that they were necessary for successful completion of the City's business, are itemized in detail on Form 57 and approved by the department director.

**3. Expenses that will not be reimbursed are as follows:**

- a. No purchase of personal items or expenses for purely personal services shall be reimbursed. In addition, expenses for non-City employees, including consultants, are not reimbursable.
- b. Form 57 must include only those expenses allowable for the employee. In addition to lodging expenses, other charges, which reflect costs related to family or other non-authorized persons, must be documented in such a way as to identify clearly that portion incurred by the employee, and only that portion will be reimbursed.

**4. General**

- a. In a case where a receipt is called for but is impossible to obtain, a statement to that effect shall be attached to Form 57 and the reason given. In the absence of satisfactory explanation, the amount involved will be disallowed.
- b. The Chief Administrative Officer and the Controller reserve the right to refuse payment for any item of expense if it appears unreasonable.
- c. It is suggested that employees keep a chronological list of the cost of each meal and other necessary items of expense in the event that questions should arise regarding any of these items.
- d. Travel cash advance for official City business may be authorized by the department director or his/her designee. Form 57 shall be submitted to the Finance Division to receive an advance of up to 75 percent of the anticipated travel expense. Upon the return from City business, the employee shall, within five working days, complete a Form 57 showing actual travel costs.
- e. Exceptions to the provisions of this Administrative Order dealing with travel, conference and subsistence expenses may be authorized by the Chief Administrative Officer, if determined such exception is justifiable and in the best interests of the City.

<b>Subject:</b> City Payment for Travel on City Business	<b>Number:</b> 1-5
	<b>Date Issued/Revised:</b> April 1, 1999
<b>Responsible Department:</b> DAS—Finance	<b>Approved:</b>

## Purpose

The purpose of this policy is to avoid any actual, potential or apparent conflict of interest between the City, its employees and an independent third party that has an interest in the result of employees' travel on City business.

## Policy/Procedures

It is the policy of the City of Fresno that employees who travel on City business shall do so at City expense and not at the expense of a third party. Employees who travel on City business, including travel for the purposes of reviewing other agencies' practices, procedures or development projects, shall do so at City expense. Employees shall not travel on City business at the expense of developers, consultants, or providers of goods and services. Any exception to this policy must be approved by the City Manager.

<b>Subject:</b> Attendance at Conferences and Meetings of Professional Organizations	<b>Number:</b> 1-6
	<b>Date Issued/Revised:</b> December 1, 1998
<b>Responsible Department:</b> DAS—Finance	<b>Approved:</b>

## Purpose

To establish uniform standards and procedures for the attendance at conferences and meetings by City employees.

## Procedures

1. Employees of the City of Fresno may attend conferences, conventions and meetings of governmental employees when the department head determines:
  - a. It can be shown that attendance is of public benefit.
  - b. The absence of the employee will not adversely affect the City operations.
  - c. There are sufficient funds in training and travel accounts to accomplish the purpose.
2. Employees attending such conferences will be selected by the department director.



<b>Subject:</b> Cash Travel Advance	<b>Number:</b> 1-7
<b>Responsible Department:</b> DAS—Finance	<b>Date Issued/Revised:</b> December 1, 1998
	<b>Approved:</b>

## Purpose

To establish a uniform procedure for obtaining cash travel advances.

## Procedures

1. Cash advances for travel are authorized for official City business provided that the budgeted request is approved by the department director and City Controller.
2. In all cases, the criteria for selecting the mode of transportation should be whatever is the greatest convenience to the City at the minimum of cost. Members of the staff sharing hotel rooms should request individual bills so that each can report his/her own expenses. If an employee's spouse share his/her room, the bill should indicate the single room rate for reimbursement.
3. Travel reports should be filed within ten days after return. A receipt must be obtained for all single expenditures that exceed \$25 and be submitted along with other receipts to substantiate expense reports.
4. The statement and claim must be signed by the Council Member or employee and approved by the appropriate department director or other authorized persons.
5. Council Members and employees, when traveling on official City business, are encouraged to utilize their personal credit cards and/or cash for all expenses, and then to request reimbursement for such expenses. However, in circumstances where the use of such credit cards and/or cash is deemed impractical, it shall be possible for an employee to obtain an advance of City funds for travel expenses in the following manner:
  - a. When requesting a cash advance, a Travel and Expense Reimbursement Request form shall be prepared in proper form with all required signatures for an amount not to exceed 75 percent of the anticipated travel expenses. Specify the name of the employee traveling, the destination and the inclusive dates of travel.
6. Upon the presentation of the completed Travel and Expense Reimbursement Request form to the Finance Division, a check may be issued to the requesting employee written against the City account established for this purpose.
7. Within five working days after returning from travel on City business for which an advance of City funds has been made, the employee receiving this advance must present, to the Finance Division, all unexpended cash from the advance along with the completion of the Travel and Expense Reimbursement Request form.

<b>Subject:</b> Local Government-Enhanced Airfare Program	<b>Number:</b> 1-8
	<b>Date Issued/Revised:</b> May 15, 2003
<b>Responsible Department:</b> Finance	<b>Approved:</b>

## Purpose

The purpose of this policy is to establish guidelines, policies and procedures for the accounting, monitoring, and general oversight of functions for the Local Enhanced Government Airfare Program for use by the City of Fresno in conjunction with air travel related to City business. The City of Fresno has the ability to make airline reservations through specific authorized travel agencies and to receive heavily discounted unrestricted airfares using a business travel account with American Express. The flights may be changed without a penalty and do not require a Saturday night stay, however, travel is limited between certain California and national city pairs. A complete listing of city pairs is attached and can also be accessed through [www.cacities.org/travel](http://www.cacities.org/travel). Rates are set each fiscal year beginning July 1 and are effective through June 30 of the following year. (Please note that the current participating airlines and other airlines may join or leave the program at any time. Please check with your travel agency to determine if there are any updates to the travel program for flights and carriers.)

## Policy

1. The City Controller is designated to be the responsible party for the City of Fresno's American Express Business Travel Account (BTA). This is in conjunction with participation by the City of Fresno in the Local Government Airfare Program. The Controller's role is to ensure accounting, monitoring, and general oversight of compliance with this policy.
2. Travel arrangements can only be made for each department/division for travel on official City business for the City of Fresno.
3. In order to obtain the discounted fare, all persons making travel arrangements must use any of the official authorized travel agencies to make air reservations. In Fresno, there are three agencies designated: Bulldog Travel, Mark Lewis Travel, and Travel Shoppe. We established accounts with each of the listed agencies. The contact names for these agencies can be found at the website <http://www.ofa.dgs.ca.gov/services/travelagencies.htm>. The agencies listed have completed a request for qualification process and have been authorized by the State of California to participate in the program. The period of this authorization is from July 1 through June 30 of each year.
4. These discount fares are for existing authorized travel related to City business, for City employees only.
5. The Finance Department will follow existing established Accounts Payable internal control procedures for approval, documentation and payment of airfare travel charges.

6. Unauthorized use of a City credit card will result in disciplinary measures to the fullest extent of the law.
7. Employees are responsible for complying with all Administrative Orders pertaining to travel.
8. Designated department employees are responsible for making the air reservations and accurate completion of Request for Air Travel Forms, which are to be faxed to the travel agency selected and to Accounts Payable.
9. Payments for air travel will be made by voucher payable to American Express originating in the Finance Department on a monthly basis.
10. The travel agency fee for each reservation made is \$25.00.

## Procedures

1. The "Authorized Travel Reservationist" form must be completed and on file with the travel agency and the Finance Department. This form shows who is approved to make travel arrangements for your department/division and the signature and name of the person who is authorized to approve travel for your department.
2. Make your air reservation for round trip travel between qualified city pairs for domestic travel related to City business by calling any of the authorized travel agencies.
3. Complete the "Request for Air Travel" form for **each** employee requesting a reservation and fax a copy to the travel agency and send one copy to Finance. Notify Accounts Payable in addition to the travel agency for any changes or cancellations to your travel.

This procedure policy will be reviewed periodically.

### Attachments:

Request for Air Travel Form  
Authorized Travel Reservationist Form  
California City Pair Listing/Out of State City Pair Listing

**CITY OF FRESNO  
REQUEST FOR AIR TRAVEL  
Local Governmental Enhanced Airfare Program**

FAX A COPY TO (authorized travel agency and Finance Department):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Complete All Sections:**

Name of Employee Traveling: \_\_\_\_\_

Employee Work Location Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact FAX Number: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Travel Departure City and Destination: \_\_\_\_\_

Hotel Name/Location/Room Type/Special Requests: \_\_\_\_\_

Special Instructions or Additional Information: \_\_\_\_\_

Deliver Tickets To: \_\_\_\_\_

Fund Number: \_\_\_\_\_ Organization Number: \_\_\_\_\_

Reservation Made By (include phone number): \_\_\_\_\_

Reservation Approved By: \_\_\_\_\_  
(Signature Required)

**Enhanced Government Airfare Program  
Authorized Travel Reservationist(s)**

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Fund Number: \_\_\_\_\_

Division Name: \_\_\_\_\_ Organization Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Travel **arrangements** for the above department/division can be **made** by:

Name and Title	Signature

Travel **requests** for the above department/division can be **approved** by:

Name and Title	Signature

If there are any changes to the above, please send a copy to Finance. Thanks.

Approved by:

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

**CALIFORNIA CITY PAIRS**  
**One-Way Fares**

<b>CITY PAIRS</b>	<b>SOUTHWEST</b>	<b>UNITED</b>
Burbank-Eureka/Arcata		\$91
Burbank-Monterey		\$97
Burbank-Oakland	\$84	
Burbank-San Jose	\$81	
Los Angeles-Bakersfield		\$91
Los Angeles-Carlsbad		\$64
Los Angeles-Chico		\$105
Los Angeles-Eureka/Arcata		\$78
<b>Los Angeles-Fresno</b>		\$61
Los Angeles-Imperial-El Centro		\$100
Los Angeles-Modesto		\$107
Los Angeles-Monterey		\$122
Los Angeles-Oakland		\$48
Los Angeles-Ontario		\$64
Los Angeles-Palm Springs		\$90
Los Angeles-Redding		\$109
Los Angeles-San Diego		\$50
Los Angeles-San Francisco		\$119
Los Angeles-San Jose	\$49	
Los Angeles-San Luis Obispo		\$91
Los Angeles-Santa Ana (Orange County)		\$85
Los Angeles-Santa Barbara		\$64
Los Angeles-Santa Maria		\$103
Los Angeles-Santa Rosa		\$126
Oakland-Ontario	\$84	
Oakland-Palm Springs		\$121
Oakland-Santa Ana (Orange County)	\$91	
Oakland-Santa Barbara		\$118
Ontario-Eureka/Arcata		\$85
<b>Ontario-Fresno</b>		\$86
Ontario-Monterey		\$94
Ontario-Redding		\$80
Ontario-San Jose	\$81	
Ontario-San Luis Obispo		\$102
Ontario-Santa Rosa		\$130
Sacramento-Bakersfield		\$91
Sacramento-Burbank	\$84	
Sacramento-Crescent City		\$107
Sacramento-Eureka/Arcata		\$125
<b>Sacramento-Fresno</b>		\$121

CITY PAIRS	SOUTHWEST	UNITED
Sacramento-Imperial-El Centro		\$116
Sacramento-Los Angeles		\$45
Sacramento-Monterey		\$95
Sacramento-Ontario	\$84	
Sacramento-Oxnard		\$119
Sacramento-Palm Springs		\$139
Sacramento-San Diego	\$84	
Sacramento-San Francisco		\$109
Sacramento-San Luis Obispo		\$83
Sacramento-Santa Ana (Orange County)		\$147
Sacramento-Santa Barbara		\$120
Sacramento-Santa Maria		\$143
San Diego-Bakersfield		\$77
San Diego-Chico		\$91
San Diego-Eureka/Arcata		\$80
<b>San Diego-Fresno</b>		\$162
San Diego-Monterey		\$120
San Diego-Oakland	\$84	
San Diego-Ontario		\$71
San Diego-Redding		\$95
San Diego-San Francisco		\$54
San Diego-San Jose	\$49	
San Diego-San Luis Obispo		\$109
San Diego-Santa Barbara		\$86
San Diego-Santa Rosa		\$85
San Francisco-Bakersfield		\$110
San Francisco-Burbank		\$120
San Francisco-Chico		\$92
San Francisco-Crescent City		\$105
San Francisco-Eureka/Arcata		\$95
<b>San Francisco-Fresno</b>		\$120
San Francisco-Monterey		\$95
San Francisco-Ontario		\$120
San Francisco-Palm Springs		\$121
San Francisco-Redding		\$91
San Francisco-San Luis Obispo		\$125
San Francisco-Santa Ana (Orange County)		\$122
San Francisco-Santa Barbara		\$120
Santa Ana (Orange County)-Eureka/Arcata		\$86
<b>Santa Ana (Orange County)-Fresno</b>		\$80
Santa Ana (Orange County)-Monterey		\$131
Santa Ana (Orange County)-Redding		\$120
Santa Ana (Orange County)-San Jose	\$49	

CITY PAIRS	SOUTHWEST	UNITED
Santa Ana (Orange County)-San Luis Obispo		\$121
Santa Barbara-San Jose		\$120



**OUT-OF-STATE DESTINATIONS**  
***One-Way Fares***

<b>CITY PAIRS</b>	<b>SOUTHWEST</b>	<b>UNITED</b>
Burbank-Las Vegas NV	\$81	
Burbank-Phoenix AX	\$67	
Burbank-Reno NV		\$77
Burbank-San Antonio TX		\$254
Burbank-Seattle WA		\$128
<b>Fresno-Dallas/Ft Worth TX</b>		\$448
<b>Fresno-Denver CO</b>		\$424
<b>Fresno-Las Vegas NV</b>		\$90
<b>Fresno-Phoenix AZ</b>		\$262
<b>Fresno-Seattle WA</b>		\$137
Los Angeles-Albuquerque NM	\$99	
Los Angeles-Atlanta GA		\$162
Los Angeles-Baltimore-Wash MD		\$252
Los Angeles-Boston MA		\$282
Los Angeles-Bozeman MT		\$213
Los Angeles-Chicago IL Midway	\$154	
Los Angeles-Chicago-O'Hare IL		\$292
Los Angeles-Colorado Springs CO		\$180
Los Angeles-Columbus OH		\$322
Los Angeles-Dallas/Ft Worth TX		\$253
Los Angeles-Denver CO		\$158
Los Angeles-Honolulu HI		\$350
Los Angeles-Indianapolis IN		\$312
Los Angeles-Kansas City Int'l MO	\$132	
Los Angeles-Las Vegas NY		\$40
Los Angeles-Miami FL		\$180
Los Angeles-Minneapolis MN		\$322
Los Angeles-Nashville TN		\$174
Los Angeles-New Orleans LA		\$217
Los Angeles-Newark NJ		\$253
Los Angeles-NYC Kennedy NY		\$253
Los Angeles-Orlando FL		\$210
Los Angeles-Philadelphia PA		\$160
Los Angeles-Phoenix AZ		\$41
Los Angeles-Portland OR	\$90	
Los Angeles-Reno NV		\$53
Los Angeles-Salt Lake City UT	\$77	
Los Angeles-San Antonio TX		\$151
Los Angeles-Seattle WA		\$92
Los Angeles-Spokane WA		\$98

CITY PAIRS	SOUTHWEST	UNITED
Los Angeles-Tucson AZ		\$39
Los Angeles-Washington Dulles VA		\$399
Los Angeles-Washington Nat'l DC		\$399
Oakland-Albuquerque NM		\$104
Oakland-Amarillo TX		\$293
Oakland-Atlanta GA		\$209
Oakland-Baltimore-Wash MD		\$370
Oakland-Chicago-O'Hare IL		\$209
Oakland-Dallas/Ft Worth TX		\$569
Oakland-Denver CO		\$265
Oakland-Detroit Metro MI		\$346
Oakland-Houston Int'l TX		\$171
Oakland-Kansas City Int'l MO		\$156
Oakland-Knoxville TN		\$176
Oakland-Las Vegas NV	\$77	
Oakland-Minneapolis MN		\$352
Oakland-Nashville TN		\$164
Oakland-New Orleans LA		\$180
Oakland-Omaha NB		\$314
Oakland-Orlando		\$190
Oakland-Phoenix AZ		\$76
Oakland-Portland OR	\$67	
Oakland-Salt Lake City UT		\$65
Oakland-San Antonio TX		\$284
Oakland-Seattle WA		\$60
Oakland-St Louis Int'l MO		\$105
Oakland-Tucson AZ		\$83
Oakland-Washington Dulles VA		\$385
Oakland-Washington Nat'l DC		\$385
Ontario-Atlanta GA		\$292
Ontario-Chicago-O'Hare IL		\$292
Ontario-Dallas/Ft Worth TX		\$586
Ontario-Las Vegas NV	\$81	
Ontario-Oklahoma City OK		\$155
Ontario-Phoenix AZ	\$67	
Ontario-Reno NV		\$86
Ontario-Seattle WA		\$92
Ontario-Tucson AZ		\$74
Sacramento-Albuquerque NM		\$112
Sacramento-Atlanta GA		\$269
Sacramento-Austin TX		\$280
Sacramento-Baltimore-Wash MD		\$363
Sacramento-Boise ID		\$128

CITY PAIRS	SOUTHWEST	UNITED
Sacramento-Boston MA		\$353
Sacramento-Charlotte NC		\$166
Sacramento-Chicago-O'Hare IL		\$316
Sacramento-Colorado Springs CO		\$285
Sacramento-Columbus OH		\$156
Sacramento-Dallas/Ft Worth TX		\$331
Sacramento-Denver CO		\$285
Sacramento-Detroit Metro MI		\$233
Sacramento-Honolulu HI		\$520
Sacramento-Houston Int'l TX		\$338
Sacramento-Indianapolis IN		\$200
Sacramento-Kansas City Int'l MO		\$136
Sacramento-Las Vegas NV	\$98	
Sacramento-Little Rock AR		\$156
Sacramento-Memphis TN		\$260
Sacramento-Miami FL		\$275
Sacramento-Milwaukee WI		\$220
Sacramento-Minneapolis MN		\$331
Sacramento-Nashville TN		\$158
Sacramento-New Orleans LA		\$171
Sacramento-Newark NJ		\$285
Sacramento-NYC Kennedy NY		\$285
Sacramento-NYC LaGuardia NY		\$285
Sacramento-Oklahoma City OK		\$180
Sacramento-Orlando FL		\$168
Sacramento-Philadelphia PA		\$330
Sacramento-Phoenix AZ		\$95
Sacramento-Portland OR	\$67	
Sacramento-Raleigh NC		\$350
Sacramento-Richmond VA		\$362
Sacramento-Salt Lake City UT		\$141
Sacramento-San Antonio TX		\$286
Sacramento-Seattle WA		\$61
Sacramento-St Louis Int'l MO		\$320
Sacramento-Tampa FL		\$270
Sacramento-Tucson AZ		\$127
Sacramento-Washington Dulles VA		\$390
Sacramento-Washington Nat'l DC		\$390
San Diego-Chicago-O'Hare IL		\$316
San Diego-Las Vegas NV	\$67	
San Diego-Phoenix AZ	\$67	
San Diego-Reno NV		\$54
San Diego-Seattle WA		\$90

CITY PAIRS	SOUTHWEST	UNITED
San Francisco-Albuquerque NM		\$130
San Francisco-Atlanta GA		\$269
San Francisco-Baltimore-Wash MD		\$250
San Francisco-Boston MA		\$390
San Francisco-Chicago-O'Hare IL		\$316
San Francisco-Cincinnati OH		\$318
San Francisco-Dallas/Ft Worth TX		\$295
San Francisco-Denver CO		\$248
San Francisco-Detroit Metro MI		\$220
San Francisco-Honolulu HI		\$520
San Francisco-Houston Int'l TX		\$238
San Francisco-Kansas City Intl MO		\$144
San Francisco-Knoxville TN		\$237
San Francisco-Las Vegas NV		\$104
San Francisco-Madison WI		\$250
San Francisco-Miami FL		\$188
San Francisco-Minneapolis MN		\$220
San Francisco-Nashville TN		\$155
San Francisco-New Orleans LA		\$395
San Francisco-Newark NJ		\$251
San Francisco-NYC Kennedy NY		\$246
San Francisco-Orlando FL		\$330
San Francisco-Pasco-Richland WA		\$121
San Francisco-Philadelphia PA		\$385
San Francisco-Phoenix AZ		\$77
San Francisco-Pittsburgh PA		\$366
San Francisco-Portland OR		\$96
San Francisco-Raleigh NC		\$169
San Francisco-Reno NV		\$87
San Francisco-Rochester NY		\$169
San Francisco-Salt Lake City UT		\$120
San Francisco-Seattle WA		\$99
San Francisco-St Louis Int'l MO		\$349
San Francisco-Washington Nat'l DC		\$406
San Francisco-Washington Dulles VA		\$406
San Jose-Albuquerque NM		\$150
San Jose-Atlanta GA		\$319
San Jose-Chicago-O'Hare IL		\$316
San Jose-Dallas/Ft Worth TX		\$360
San Jose-Denver CO		\$296
San Jose-Detroit Metro MI		\$336
San Jose-Houston Int'l TX		\$238
San Jose-Kansas City Int'l MO		\$150
San Jose-Las Vegas NV	\$62	
San Jose-Phoenix AZ		\$82

CITY PAIRS	SOUTHWEST	UNITED
San Jose-Portland OR	\$67	
San Jose-Reno NV	\$54	
San Jose-Seattle WA		\$46
San Jose-Washington Nat'l DC		\$390
Santa Ana (Orange County)-Chicago-O'Hare II		\$312
Santa Ana (Orange County)-Phoenix AZ		\$283

Updated 04/08/03

<b>Subject:</b> Credit Card Use Policy	<b>Number:</b> 1-9
<b>Responsible Department:</b> Finance	<b>Date Issued/Revised:</b> July 25, 2003 <b>Approved:</b>

## Purpose

To establish the issuance, accounting, monitoring, retrieval and general oversight of the credit card use policy for the City of Fresno.

## Policy

1. The City Controller is designated to be responsible for the City of Fresno's credit card issuance, accounting, monitoring, retrieval, and for general oversight of compliance with this credit card use policy.
2. City credit cards may be used only by those authorized and only for the purchase of goods or services for the official business of the City of Fresno.
3. All authorized users of City credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased.
4. Upon termination of an employee who has been issued a City credit card, that employee shall immediately return the credit card to the City of Fresno, Finance Department.
5. An authorized employee, who is issued a credit card, is responsible for its protection and custody, and shall immediately notify the bank card issuer and the City Controller if the credit card is lost or stolen.
6. The Finance Department will follow established Accounts Payable internal control procedures for approval, documentation and payment of credit card charges.
7. Unauthorized use of a City credit card shall result in disciplinary measures to the fullest extent of the law.

## Procedures

### 1. Issuance of Credit Cards

- a. Credit cards will be issued to the Mayor, City Manager, Assistant City Managers, Department Directors and all others approved by the Controller. The cards will be issued to individuals, in the name of the individual; there will be no departmental cards with the exception of the Police Department. Only one card will be issued in an individual's name. Cards are nontransferable.
- b. The authorized credit limit of all credit cards issued by the City of Fresno shall not exceed \$5,000, with the exception of the City Manager, who has an authorized credit limit of \$10,000. Exceptions may be made with City Manager approval.

### 2. Card Use

- a. The credit card shall be used for the purchase of goods and services that are for the official business of the City of Fresno when normal Accounts Payable procedures cannot be utilized, e.g., fuel purchases, travel-related expenses, conference registration fees, etc. **(see Administrative Orders 1-4, "Expenses on City Business," and 1-5, "City Payment for Travel on City Business")**. Misuse of the card will subject the card holder to disciplinary action in accordance with City policies and procedures relating to disciplinary action and termination for cause.
- b. Purchases made via the credit card must comply with the City's purchasing and expenditure policies. The card in no way changes such policies.
- c. Anyone issued a City of Fresno credit card shall sign a Credit Card User Agreement, thereby agreeing to abide by adopted City credit card policies and procedures. The card holder is responsible for assuring that all credit card charges are accurate and consistent with policy guidelines.

### 3. Card Holder Responsibilities

- a. The card holder must:
  - (1) Ensure the card is used only for legitimate business purposes.
  - (2) Maintain the card in a secure location at all times.
  - (3) Not allow other individuals to use the card.
  - (4) Adhere to City purchase limits and restrictions.
  - (5) Obtain all sales slips, register receipts, and/or credit card slips and provide same to the Finance Department for reconciliation and approval of transactions.

- (6) Attempt to resolve disputes related to billing errors with the vendor directly or in conjunction with the Finance Department.
- (7) Ensure that the appropriate credit is issued for disputed items or billing errors on a subsequent credit card statement.
- (8) Immediately report a lost or stolen card to the card issuer and notify the Finance Department of the lost or stolen card at the first opportunity during business hours.
- (9) Return the card to the Finance Department upon terminating employment with the City.

**4. Card Holder Liability**

- a. The credit card is a corporate charge card that will not affect the card holder's personal credit; however, it is the card holder's responsibility to ensure that the card is used within stated guidelines, policies and procedures of the City. Failure to comply with program guidelines may result in the permanent revocation of the card, charge-back of an improper or unsupported transaction to the card holder for reimbursement to the City, notification of the situation to management, and further disciplinary measures, which may include termination.

**5. Card Holder Termination or Card Cancellation**

- a. The City is required to close an account if a card holder:
  - (1) Terminates City employment.
  - (2) Moves to a new position in which a credit card is not required.
- b. The City reserves the right to cancel a credit card for any of the following reasons:
  - (1) The card is used for personal or unauthorized purposes.
  - (2) The card is used to purchase any material or service that violates policy, law or regulation pertaining to the City.
  - (3) The card holder allows the card to be used by another individual.
  - (4) The card holder fails to provide the required receipts and supporting documentation.
  - (5) The card holder does not adhere to all of the appropriate City Administrative Orders, policies and procedures.

**6. Sample of Items That Can Be Purchased With the Credit Card:**

- a. Airfares
- b. Conference registration
- c. Lodging and meals



- d. Rental cars and gas
- e. Lunch and dinner meeting meals
- f. Minor emergency office supplies
- g. Training books

**7. Sample of Items That Cannot Be Purchased With the Credit Card:**

- a. Cash advances
- b. Standard merchant category exclusions (e.g., liquor or tobacco products)
- c. Personal use

**8. Credit Card Use Audits**

The Finance Department will make periodic random audits of card use and charges for appropriateness. Areas to be monitored include, but are not limited to, compliance with this and other related Administrative Orders. Excessive and/or non-use by card holders will also be monitored.

## Credit Card User Agreement

1. The credit card is to be used only to make purchases related to legitimate business for the City of Fresno.
2. The credit card must be used in accordance with the provisions of **Administrative Orders 1-9, Credit Card Use Policy; 1-4, Expenses on City Business; and 1-5, City Payment for Travel on City Business.**

Violation of these requirements will result in disciplinary measures to the fullest extent of the law.

**I have read and understand the City of Fresno's credit card policies and procedures and related Administrative Orders, and I agree to adhere to them.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Subject:</b> Suspected Misappropriation, Fraud and Other Similar Irregularities	<b>Number:</b> 1-10
	<b>Date Issued/Revised:</b> September 8, 2003
<b>Responsible Department:</b> Finance—Internal Audit	<b>Approved:</b>

## Purpose

To establish a Citywide policy regarding reporting and investigating suspected fraud, misappropriation of City assets or other irregularities.

## Policy

The City of Fresno desires to create an environment in which employees and/or citizens are encouraged to report any suspicions of fraud, misappropriation of City assets or other irregularities. This policy provides management and Internal Audit staff with specific guidelines and responsibilities regarding appropriate actions in conducting investigations of alleged fraud and similar improprieties.

## Definitions

The terms “fraud,” “misappropriation” and “other irregularities” include, but are not limited to:

1. Forgery or alteration of checks, drafts, promissory notes and securities;
2. Any misappropriation of funds, securities, supplies or any other asset;
3. Any irregularity in the handling or reporting of money transactions;
4. Disappearance of furniture, fixtures and equipment;
5. Seeking or accepting anything of material value from vendors, consultants or contractors doing business with the City in violation of the City's Charter, Administrative Order Manual, etc.;
6. Any computer-related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent or malicious purposes or misappropriation of City-owned software; and
7. Any similar or related irregularity.

Included in the above definition is any irregularity or suspicion of an irregularity involving vendors, contractors, consultants, City personnel, agencies (or employees thereof), agents, servicing agents, unknown parties or City property.

## Applicability

This procedure applies to all employees of the City of Fresno.

It is intended that all managers are aware of this procedure, since good business practice dictates that every suspected fraud, misappropriation or other irregularities are promptly identified and investigated.

## General Policy and Responsibilities

1. It is the City's intent to fully investigate any suspected acts of fraud, misappropriation or other irregularity. The investigation will be conducted regardless of the suspected wrongdoers length of service, position, title or relationship with the City. Any employee who commits a criminal act will be referred for prosecution.
2. Department Directors or managers are responsible for instituting and maintaining a system of internal controls to provide reasonable assurance of the prevention and detection of fraud, misappropriations and other irregularities. They should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication that any fraud, misappropriation or irregularity is or was in existence.
3. When a fraud, misappropriation or other irregularity is detected or reasonably suspected, Internal Audit should be contacted immediately. Internal Audit will then notify the City Controller, City Manager and City Attorney's Office. The City Attorney will determine the extent of any potential criminal activity. If any potential criminal activity exists, the Fresno Police Department will conduct the investigation, assisted by Internal Audits. If no potential criminal activity exists, the matter will be reviewed by Internal Audit, with assistance from the City Attorney's Office, as appropriate.
4. The Principal Internal Auditor will notify the City Controller, City Manager and the Department Director of a reported allegation of fraudulent conduct, upon the start of the investigation, to the extent practical. Throughout the investigation these officials will be informed of pertinent investigative findings.
5. Upon conclusion of the investigation, the results will be reported to the appropriate City officials.
6. The City intends to pursue every effort to obtain recovery of City losses from the offender, including notification of the bonding company, court-ordered restitution or other appropriate source(s).

## Procedures

1. A City employee or member of the public who suspects dishonest or fraudulent activity is to notify the City's Principal Internal Auditor. Callers may remain anonymous if they wish. **All information received will be treated in a confidential manner, including the name of the reporting person, if so desired by that person, to the extent permitted by law.**

2. It is the City's intent to protect any employee or person who discloses information of suspected violation of this policy from retaliatory actions by other individuals, employees, managers, agencies or independent contractors.
3. City employees not directly involved in an investigation shall not attempt to contact the suspected individual in an effort to conduct interviews or direct an investigation to determine facts or demand restitution.
4. Employees will cooperate with the investigative process and with law enforcement agencies in the detection, investigation and reporting of conduct covered by this policy, including prosecution of offenders.
5. Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway, or making any statements that could provide a basis for a suit for false accusation or other offenses.
6. Employees should not discuss the case unless necessary to the conduct of the investigation and until the same is concluded. The proper response for any inquiries from the suspected individual, his representative or attorney should be, "I am not at liberty to discuss this matter."
7. Information obtained as a result of an investigation is subject to the laws regarding public records and confidentiality.